

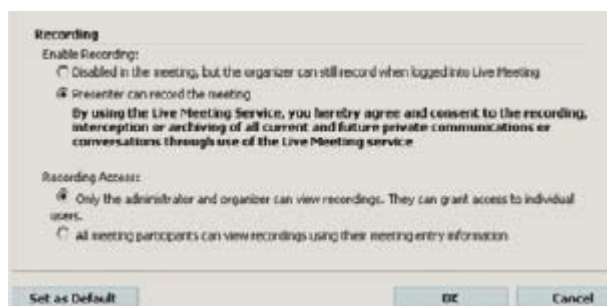
# Recording

## How to record a meeting

Conference Place provides a recording feature that lets you capture all keystrokes, slides, and audio of a meeting. After you record a meeting and save the recording, you can replay it later or make it available for training sessions, seminars, or for those who could not attend.

*Note: The recording feature does not capture PowerPoint animations, transitions, or builds; it captures only the final state of the slides.*

To record a meeting, follow these steps. The rest of this article explains these steps in detail.



## SET RECORDING AND AUDIO OPTIONS FOR MEETINGS

Before you record a meeting, ensure that the **Recording** and **Audio** options are configured the way you want for both Meet Now meetings and scheduled meetings.

### To set recording options for Meet Now meetings

In your Internet browser, enter the URL of your Conference Place conference centre.

At the **My Home** page of the Conference Place Manager, enter your **User ID** in the User Login Field and your password in the **Password** box.

Click **Meet Now Details**, and then under **Actions**, click **Meet Now Options**.

At the top of the **Meet Now Options** page, click **Recording**.

By default, only the meeting organiser can record a meeting. If you want to allow presenters to record your meeting, select **Presenter can record the meeting**.

Under **Recording Access**, select how you want to control meeting access. By default, only the administrator and organiser can view recordings.

## TO SET AUDIO OPTIONS FOR MEET NOW MEETINGS

For the Conference Place recording feature, you must specify additional dialling keys in addition to the phone numbers, the conference code, and the Chairperson/Leader pin. The Conference Place recorder dials into the meeting as a silent attendee. You can use additional dialling keys to input the character string needed to allow the Conference Place to input your conference code for you. Each comma in the additional dialling keys causes the Conference Place recorder to pause in its dialling for one second. By adding commas, you can give the conference centre prompt on the phone time to finish before dialling the conference code. After the pause, the Conference Place recorder enters the conference code, followed by the next set of character strings that you specify.





## TO RECORD A MEETING

When the Conference Place console starts, the **Audio and Recording Setup** dialog box appears. The Phone Conferencing information will be provided in this dialog box. Call the Phone Conferencing Service using the telephone number supplied in the box. Be sure to supply your conference Chairperson/Leader pin.

Before recording the meeting, import the resources you want for the meeting. For example, you can click the **Import a Document** button on the Conference Place toolbar. You may also want to wait for the meeting participants to arrive before you start recording the meeting.

If you want to test the audio connection before recording, in the **Audio and Recording Setup** dialog box, click the double arrow to expand the recording section of the dialog box, and then click **Test/Listen to Connection**.

When you are ready to start recording, click **Start Recording** in the **Audio and Recording Setup** dialog box. If the dialog box is not visible, click the Start Recording button on the Conference Place console toolbar.

To pause a recording, click the Pause button. To resume recording after a pause, click the Pause button again.

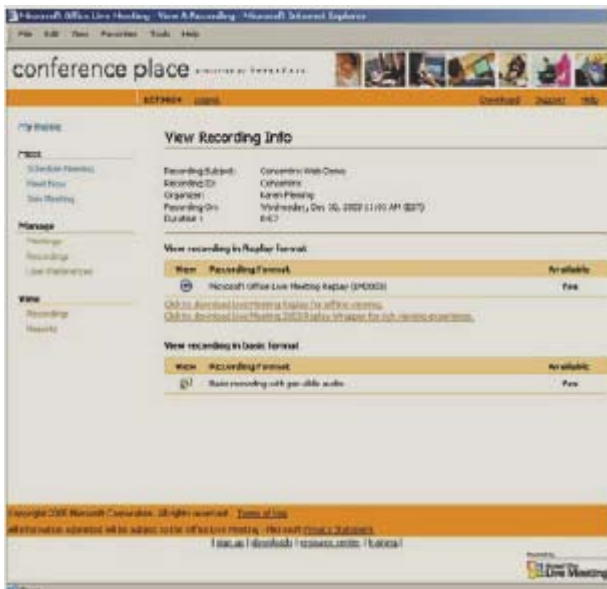
When you are finished recording, click the Stop Recording button. To save the recording, click **Save Recording**. The recording is saved to your conference centre.

## ACCESS AND PLAY A RECORDING

After recording the meeting, allow up to 24 hours for the recording to be available. After the meeting recording is complete, you, as the meeting organiser, must access the recording and provide access for others.

### To access and play a recording

- 1 Log on to the Conference Place Manager.
- 2 At the **My Home** page, click **Recordings**.
- 3 In the **Recordings** list, click the View icon to the left of the recording name in the list.
- 4 (Optional) To install the Replay Wrapper, a special skin for Windows Media Player that adds indexing ability to playback of your recordings, click **Install Relay Wrapper** and follow the instructions on the screen.
- 5 In the **View Recording in Replay format** section, click the **View** icon.



## SEND AN INVITATION TO A RECORDING

When you set recording options before a meeting, you can either limit access to a recording to the organiser and the Conference Place administrator, or you can give access to all meeting participants. If you limit access to the organiser and the administrator, you can still provide access to individuals. To do so, you send those individuals an invitation to view the recording.

### To send an invitation to a recorded meeting

On your **My Home** page, click **Recordings**.

In the **Recordings** list, click the title of the meeting recording for which you want to send invitations.

Optionally, you can change the recording access control and the download options.

In the **Invitees** box, type the full e-mail addresses (for example, someone@example.com), separated by semicolons, of the people you want to invite to view the recording.

Type an optional message, and then click **Send Invitations**. Invitees will receive an e-mail message with a link to the recording.



The screenshot shows the 'Edit Recording Details' form in the Conference Place interface. The form is divided into several sections:

- Recording Details:** Includes fields for Recording Subject (Main Team), Recording ID (1234), Recording ID# (Wednesday, 24c 24, 2003 11:00 AM PST), Duration (0:00), and Total Size (1024 KB).
- Recording Access Control:** Includes a checkbox for 'Use access control' (checked), a 'Require Recording ID#' field (123456), and options for 'Have the server generate a new recording ID' and 'Use recording key created by user or use recording ID# as generated by the recording ID'.
- Download Options:** Includes a checkbox for 'Users can download recordings' (checked), and options for 'Only permit organizer (or download recording)' and 'Everyone who can view this recording can also download the recording'.
- Invitees:** Includes a 'To:' field with the email address 'inter@intercall.com', a 'Message:' field with the text 'Here is the recording of the 24c you missed.', and a checkbox for 'Add the standard company form when sending this recording'.

The form is titled 'Edit Recording Details' and has a 'Save Recordings' button at the bottom right.

